

**UTAH ATE SKILL CERTIFICATIONS SPREADSHEET AND DATABASES
BUSINESS EDUCATION TEST #252**

**PERFORMANCE SKILLS EVALUATION CHECKLIST
(OPTIONAL)**

May be used by student or teacher to record ongoing progress.

Student Name: _____ **Period:** _____

Performance rating: Mark X in Yes or No box

Yes indicates competency at 80% or higher on applicable state core standards

No indicates competency has not been met

PERFORMANCE SKILLS STANDARDS		
Standard 01 – Spreadsheet	Yes	No
Use a spreadsheet application to organize data and complete calculations.		
<i>Create and save spreadsheets.</i> <i>Change the appearance and/or format of labels and values: Rotate text, change text and background colors, change cell alignment, wrap text, use number formats.</i> <i>Use Autofill to create series and to copy values, labels, and formulas.</i> <i>Use conditional formatting, Format Painter, and Autoformat.</i> <i>Use absolute and relative cell references.</i> <i>Use formulas and functions.</i> <i>Use If, VLookup/HLookup functions.</i> <i>Freeze titles and split the window.</i> <i>Answer what-if questions.</i> <i>Color tabs; move, copy, delete, and rename worksheets.</i>		
Standard 02 – Spreadsheet – Database Features	Yes	No
Use the database features in a spreadsheet.		
<i>Sort data ascending/descending order and by multiple fields.</i> <i>Create Filters/Queries.</i> <i>Subtotal lists,</i>		
Standard 03 – Spreadsheet - Charts	Yes	No
Use a spreadsheet application to create and edit charts.		
<i>Identify appropriate charts to represent various data types.</i> <i>Create embedded charts and chart sheets.</i> <i>Format chart titles and data labels.</i> <i>Use legends, leader lines, patterns, and shading.</i>		

Student Name: _____

Standard 04 – Spreadsheet – Setup, Preview, & Print	Yes	No
Use a variety of spreadsheet page setup, preview, and print options.		
<i>Use options in page setup to: Fit worksheet to one page (scaling), turn on gridlines, change page orientation, and create page headers and footers.</i> <i>Use print options to: print a selection of cells and multiple sheets.</i>		
Standard 05 – Database	Yes	No
Use a database application to create and manage tables.		
<i>Define and/or identify the following: database, database management systems, components of the database window, relational database, and primary key.</i> <i>Edit, add, and delete fields and records.</i> <i>Change field names and properties.</i> <i>Rename, preview, and print tables.</i>		
Standard 06 – Database - Queries	Yes	No
Use a database application to create queries.		
<i>Create and run queries in design view and using the wizard.</i> <i>Edit queries by adding, deleting, moving, and hiding fields.</i> <i>Use text, wildcard, numeric, compound, and comparison operators in query criteria.</i> <i>Change field properties, and sort in queries.</i> <i>Join tables in a query.</i> <i>Rename, preview, and print queries.</i>		
Standard 07 – Database – Forms/Reports	Yes	No
Create forms and reports in a database.		
<i>Create forms and/or reports using the Autoform/Autoreport and wizard features.</i> <i>Enter and edit data using a form.</i> <i>Open, save, close, and rename forms and reports.</i> <i>Modify the design by moving, resizing, and adding fields and/or labels.</i> <i>Change field properties</i> <i>Rename, preview, and print forms and/or reports.</i>		